





# Improving Performance

with eLearning Tools

# Act I

Introductions and Context

### Introduction

- Doug Nelson, President, Kinection Inc.
- Improving Performance
  - Consult with organizations on their human capital development strategies
  - Design and develop high impact eLearning courses
- FMS Relationship
  - TAS eLearning Plan

#### ♦ Audience Poll ♦ ♦

#### Raise your hand if you are:

- A. A department head or training manager
- B. A group or project manager
- C. The person who actually does the work after the managers delegate it

# Learning is Key to Improvement

Constant Change

**GOALS II** 

Procedures

**IPAC** 

Technologies

**FED DEBT** 

Roles

**DEBTCHECK** 

People

**ASAP.GOV** 

PAY.GOV 3.0

# Why "Learning?"



- The process
- The trainer



- The outcome
- The learner

# Today's Goals

- Embrace life-long learning
- See that readily-available eLearning tools make life-long learning easy
- Identify learning strategies you can use to make a difference in your career and your organization

# **Defining Learning**

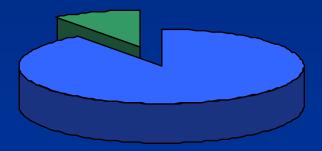
Acquisition of knowledge, skills, and/or attitudes

#### **Structured**

- Courses
- Seminars
- Workshops

#### Unstructured

- Conversations
- Meetings
- Email exchanges



# Defining eLearning

Learning that occurs through a personal information portal: computer, PDA, phone....







### Act I: Review

- Performance improvement is good
- In a rapidly changing, knowledge-based economy, learning (not training) is a key element of improving performance
- Learning includes a broad range of activities, and eLearning includes a broad range of technologies and modes

## Act II

# Performance Improvement Strategies

Strategy 1: Work the Web

### ♦ Audience Poll ♦ ♦

### How do you Google?

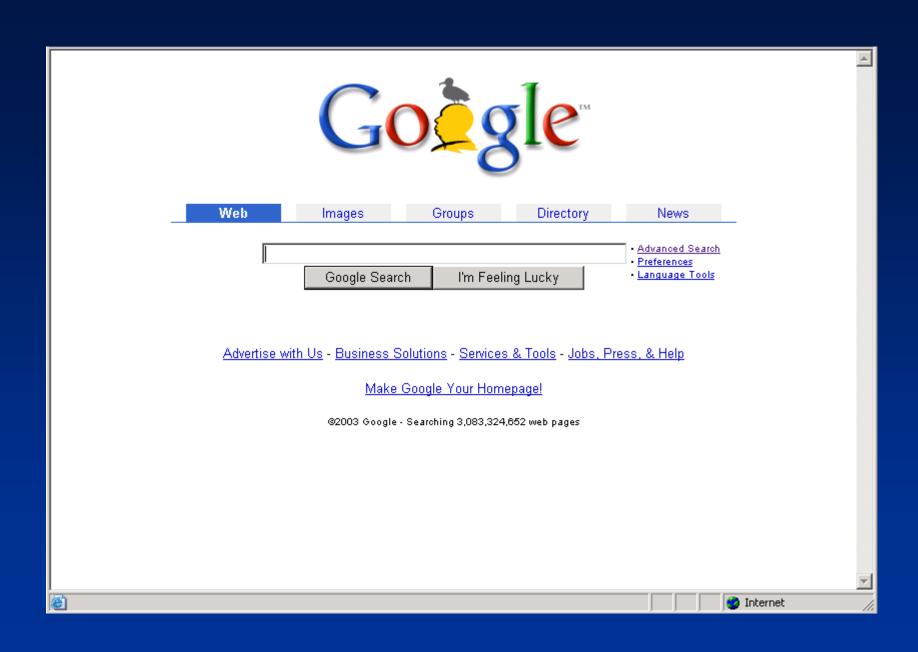
- A. The "G" and "O" keys on my keyboard get so much use I've had to replace them twice
- B. I'm a daily Googler
- C. I Google important things, like the backgrounds of people I'm dating
- D. Google?

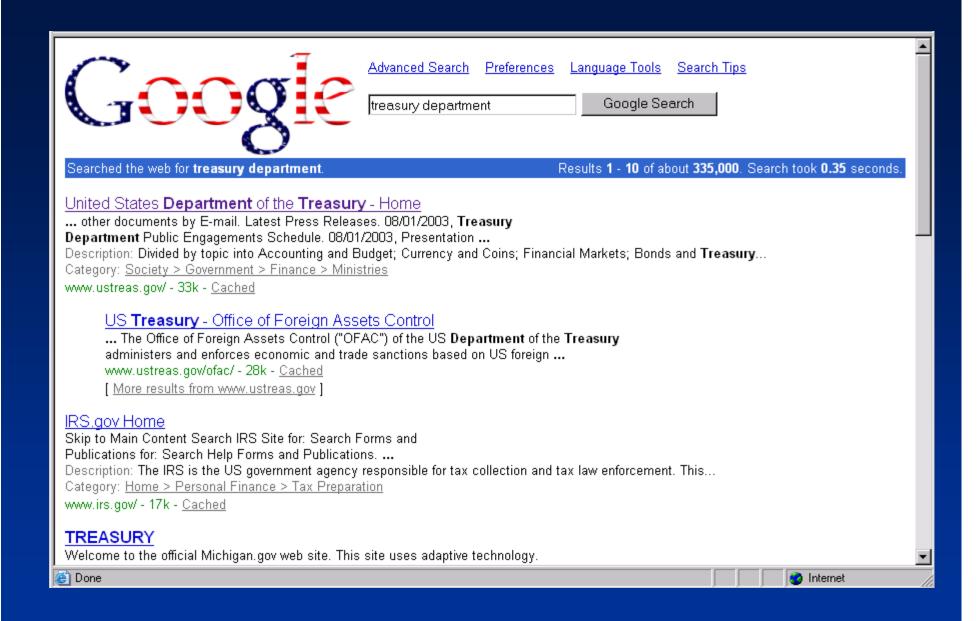
### Improving Performance by Working the Web

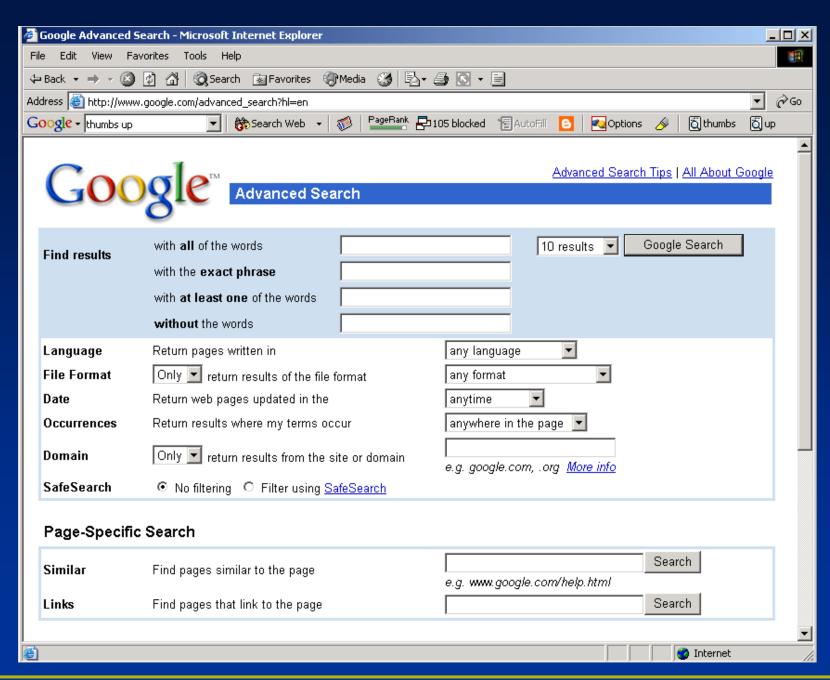
- The universe of information reachable through the Web has answers to most of work's difficult questions
- Many individuals underutilize the tools that are available to find these answers
- Many groups don't promote these tools effectively for their employees

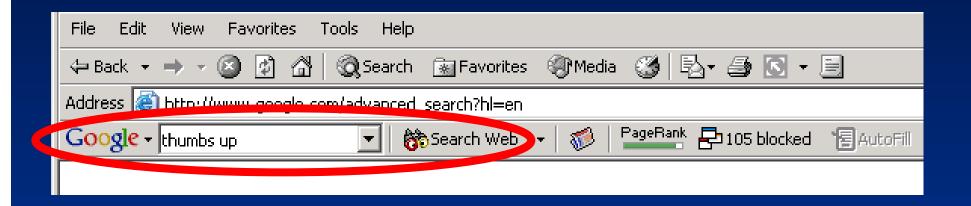
# Work the Web: Tactics

- Personal
  - Become a skilled searcher











Advanced Image Search

Preferences

Image Search Help

treasury building

Google Search

Web Images Groups Directory News

Searched images for treasury building.

Results 1 - 20 of about 455. Search took 0.55 seconds.



treasury.jpg 300 x 152 pixels - 13k pubs.usgs.gov/gip/stones/ stops40-42.html



treasury-building jpg 512 x 384 pixels - 177k www.aulich.com.au/pages/ treasury-building.html



fr10.jpg 350 x 263 pixels - 31k www.microsoft.com/w2w/program/ completed/field/fr11.asp



treasury.jpg 553 x 314 pixels - 35k www.bc.edu/bc\_org/avp/cas/fnart/ fa267/19th/treasury.jpg



treasury.jpg 450 x 357 pixels - 23k www.mteu.adu/~noleci/



treasury.gif 248 x 196 pixels - 11k www.caetlaciv.com/avnocura/



img001.jpg 640 x 480 pixels - 59k www.netrage anv/curator/



photo-placingthecolumns.jpg 360 x 239 pixels - 22k www.ustreas.gov/education/factsheets/building/history.html I More reculte from

(6) (9 items remaining) Downloading picture http://images.google.com/images?q=tbn:xek-05i5mYEC:members.ac



# Search Thoughts

- Won't find everything with Google (or other search engines)
- Shouldn't be the only tool you use but in many cases it should probably be the first
- Workplace examples

### Work the Web: Tactics

- Personal
  - Become a skilled searcher
- Project / Group Manager
  - Help your team become skilled searchers

### Improving Performance by Working the Web

- The universe of information reachable through the Web has answers to most of work's difficult questions
- Many individuals underutilize the tools that are available to find these answers
- Many groups don't promote these tools effectively for their employees

Strategy 2: Join the Community

### ♦ Audience Poll ♦ ♦

#### **Community ties:**

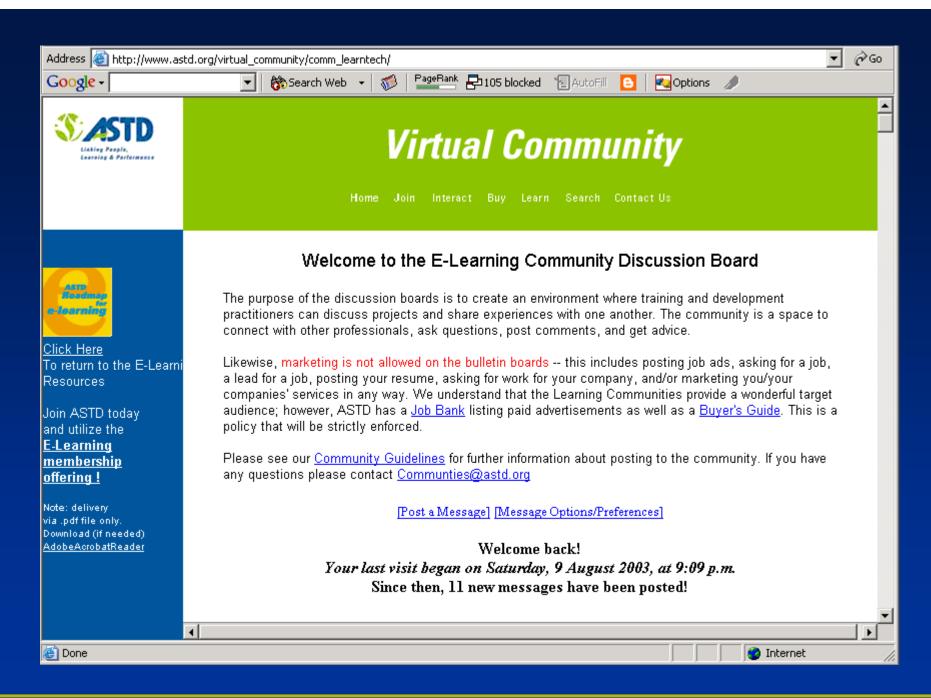
- A. I manage Web communities for fun
- B. I'm an active member of a Web community
- C. I'm a lurker
- D. Communes make me nervous

### Improving Performance through Community

- Resource for "need it now" answers
- Resource for finding experts
- Ongoing learning through participation in discussions
- Great way to stay in touch without spending too much time
- Already have the tools needed to participate

# Join the Community Tactics

- Individuals
  - Join and participate in communities of practice



# **Community Traits**

- Hosted by organizations or individuals
- Vary widely in size and participation
- Most members are members of more than one community





#### Virtual Community

Home Join Interact Buy Learn Search Contact Us



#### Click Here

To return to the E-Learni Resources

Join ASTD today and utilize the <u>E-Learning</u>

<u>membership</u> offering !

Note: delivery via .pdf file only. Download (if needed) <u>AdobeAcrobatReader</u>

#### E-Learning Messages

[Read Responses] [Post a Response] [Back to Index] [Previous] [Previous in Thread] [Next]

#### Re: List of e-learning software products

Posted by <u>Rich</u> on **Thursday, 24 July 2003, at 11:24 a.m.**, in response to <u>List of e-learning software products,</u> posted by David on Thursday, 24 July 2003, at 8:19 a.m.

I'd have to say in the quick and easy category (with some interactivity) you would find...

- Trainersoft (http://www.trainersoft.com) - DazzlerMax (http://www.maxit.com) - Toolbook Assistant (http://home.click2learn.com/) - Macromedia CourseBuilder/Dreamweaver (http://www.macromedia.com)

I'm sure there are more, but these are the first that come to mind for me.

Just mv \$0.02. - Rich





# Community Discussions

Characterized by helpfulness and generosity – people are there to learn and to help others

- Quick questions & answers
- Recommendations (requests or reports)
- Thought pieces
- Case studies

# Join the Community Tactics

- Individuals
  - Join and participate in communities of practice
- Project / Group Managers
  - Create a community for a project or department

# Yahoo Groups

Notice: Important service changes to Yahoo! Groups. New date: Aug 21. Learn more

Welcome, dougnelson

Start a Group - My Groups - Account Info - Sign Out

brandonhall-lms Group Member [ Edit My Membership ]



#### Description

Category: Other

This forum is designed to for information sharing on e-learning platforms, such as learning management systems.

You are a member of this group

Membership

for the best Credit Card

#### Most Recent Messages

View all Messages (1034)

▶Home

Messages

Post Chat

Files

**Photos** 

Links

Database

Polls

Members

Calendar

Promote

🖈 = Owner

💢 = Moderator

Online

- Aug9 Re: Custom LMS = Most Popular? - uzumeri
  - John, You make several points that I find interesting and I want to take the
- Re: Custom LMS = Most Popular? john does not read Aug8
  - Thanks for all your input. I did find a copy of the study and it showed that
- Re: Integrating ToolBook with Saba dandaviesbrackett Aug8
  - The AICC standard specifies that the score field can contain up to three number
- Re: Custom LMS = Most Popular? pat alvarado Aug8
  - My experience included Click2Learn, THINQ, and Docent in regards to exploring c
- Integrating ToolBook with Saba canarynoir Aug8
  - Does anyone have experience with doing this? The LMS vendor is having an error

Search Archive

120

18

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

2002 2001

[ Edit My Membership ] [ Leave Group ]

#### **Group Info**

Members: 996

Founded: Oct 18, 2001 Language: English

#### **Group Settings**

- Listed in directory
- Open membership
- · All messages require approval
- · All members may post
- Archives for members only
- Email attachments are permitted

#### ▶ <u>Home</u>

<u>Messages</u>

<u>Post</u>

<u>Chat</u>

<u>Files</u>

**Photos** 

<u>Links</u>

<u>Database</u>

Polls:

<u>Members</u>

<u>Calendar</u>

<u>Promote</u>



🖈 = Owner



💢 = Moderator

🥮 = Online

#### Features to support the community

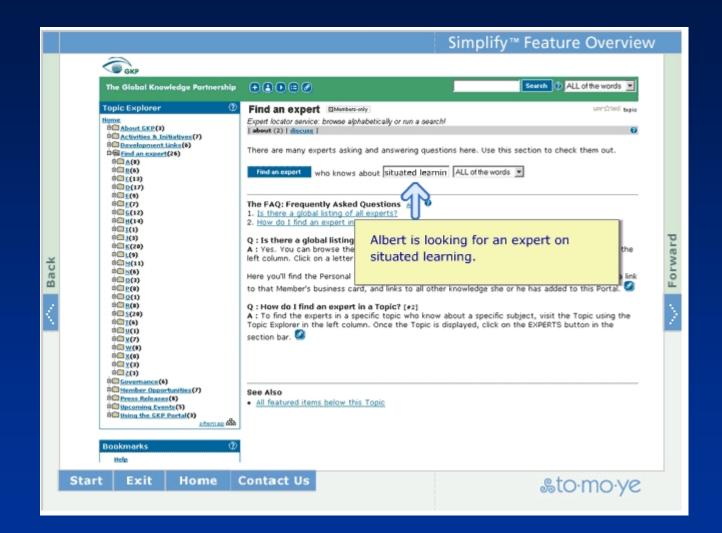
# Join the Community Tactics

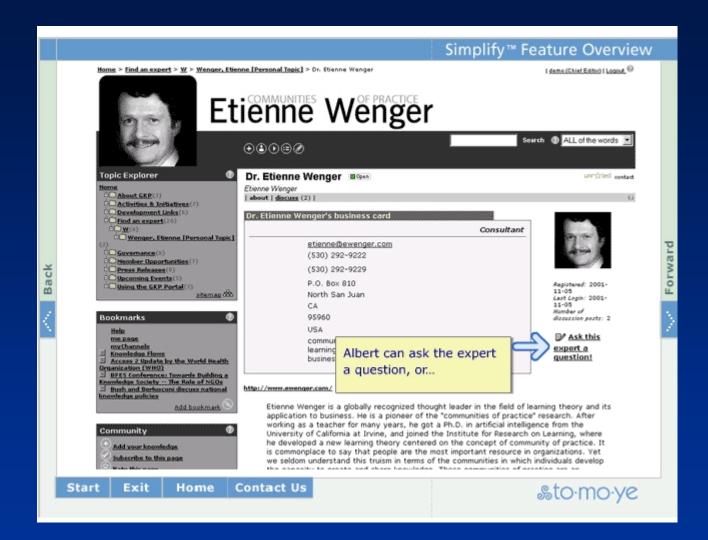
- Individuals
  - Join and participate in communities of practice
- Project / Group Managers
  - Create a community for a project or department
- Department Types
  - Create an organizational or discipline-centric COP

# <u>DoD Example</u>

- DoD acquisition workforce purchases billions of dollars of goods every year
- Program managers are key players in this process
- Navy and DAU created Program Management Community of Practice
- Community has over 3,000 active participants







## Improving Performance through Community

- Resource for "need it now" answers
- Resource for finding experts
- Ongoing learning through participation in discussions
- Great way to stay in touch without spending too much time
- Already have the tools needed to participate

Strategy 3: Share Your Work

## ♦ Audience Poll ♦ ♦

## How do you Blog?

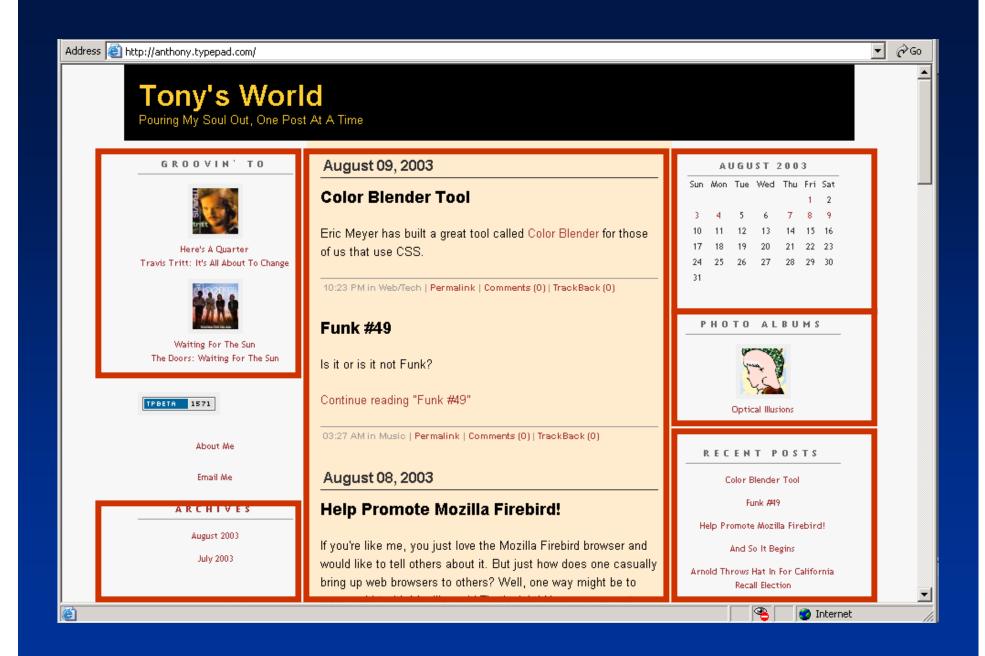
- A. I was blogging before Blogger
- B. I Blog, but only occasionally
- C. My kids (or friends) have a Blog
- D. If I have a Blog, do I need to see a doctor?

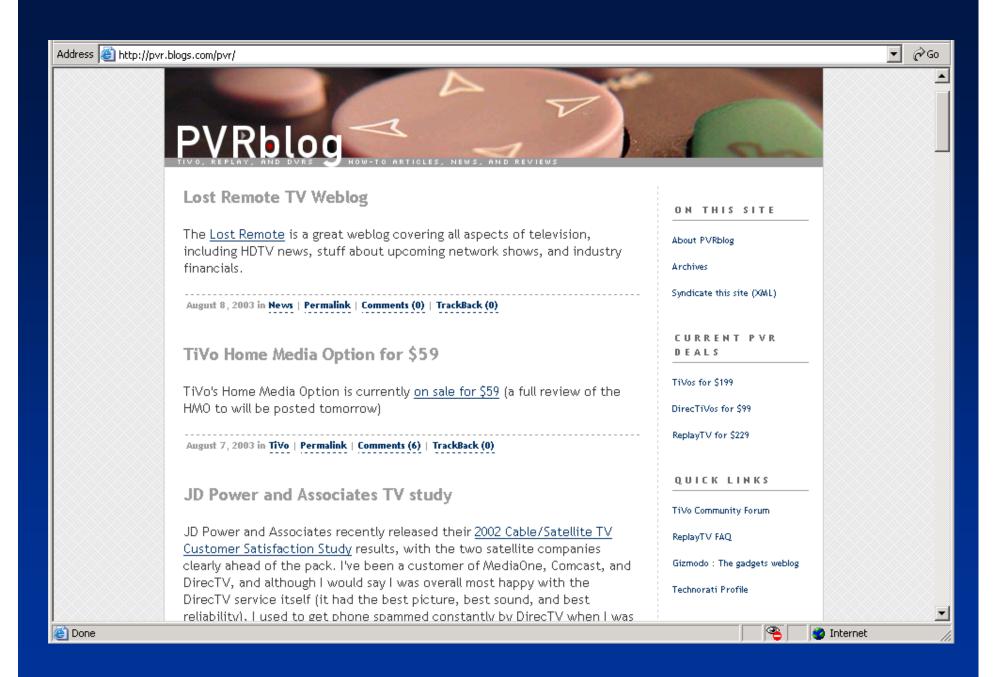
# **Sharing Benefits**

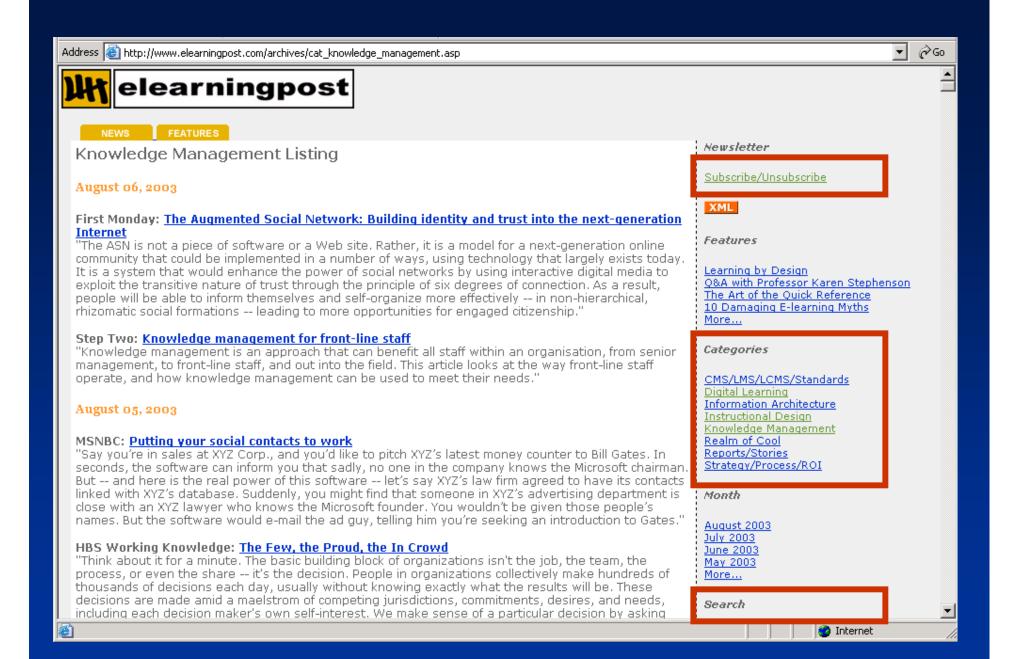
- Solutions to common problems save other people time and effort
- We aren't always the best judge of our own brilliance, and what will be helpful to others
- People will give you their insights on the points that you share, often advancing your own learning

# Sharing Tactics

- Individual
  - Email, Fileservers, and Blogs







### NEWS FEATURES 10 Damaging E-learning Myths

March 03, 2003

Stuart (<u>woodyweb6@hotmail.com</u>), Senior Learning Designer for a leading bespoke e-learning company.

Maish Nichani (maish@elearningpost.com), elearningpost.

#### Introduction

Make no mistake about it, the e-learning industry is going through troubled times. The current economic climate isn't conducive to providing top quality e-learning and there are mixed opinions about the success of this type of training.

We can argue about the causes of this phenomenon forever. However, this article presents 10 damaging myths that we feel are contributing to the problems facing our industry. These myths seem to be spreading at an infectious pace. This list isn't intended as a criticism of any existing e-learning company – we have tremendous admiration for anyone who works in this difficult industry. Rather, this list gives us an opportunity to look again at the assumptions and beliefs that have come to define our dealings with customers.

This list could be used to educate clients as they impact the outcome of our work considerably.

#### 1. Volume = value

E-learning tends to be priced in terms of hours of learning content produced. Customers ask, "How much will it cost to produce a one hour e-learning programme?" Suppliers also talk in those terms: "we currently charge £10,000 per hour of e-learning, with reductions for volume". Here lies the danger: value is value is value is value is value is value is value in value is value in value

Currently, it would be difficult for a supplier to make the following argument:

"If we spend more time in the analysis and learning design of the project we can probably think of a way of meeting your training need in half an hour instead of an hour. However, because we need to spend budget on the extra thinking time, we still need to charge you for an hour. You still get a better solution though: your trainees will spend less time away from work and will probably get a more focused learning experience. You are paying for value or service, not volume."

#### Recent Comments

Add your comment | Read all (26)

test

... Posted by: on August 10, 2003

Can you tell me where I could find statistic on the elearning industry, companies, revenues, number of clients, types...

Posted by: Tara on July 11, 2003

A superb summary. Needs to be placed firmly in view of 'senior management' who tend to get carried away with catch ph...

Posted by: <u>Martyn Overy</u> on May 27, 2003

It's Myth 3 - We must include all of the content - that I keep bumping into.
When asked to develop an online course f...

Posted by: <u>Noel Chidwick</u> on May 14, 2003

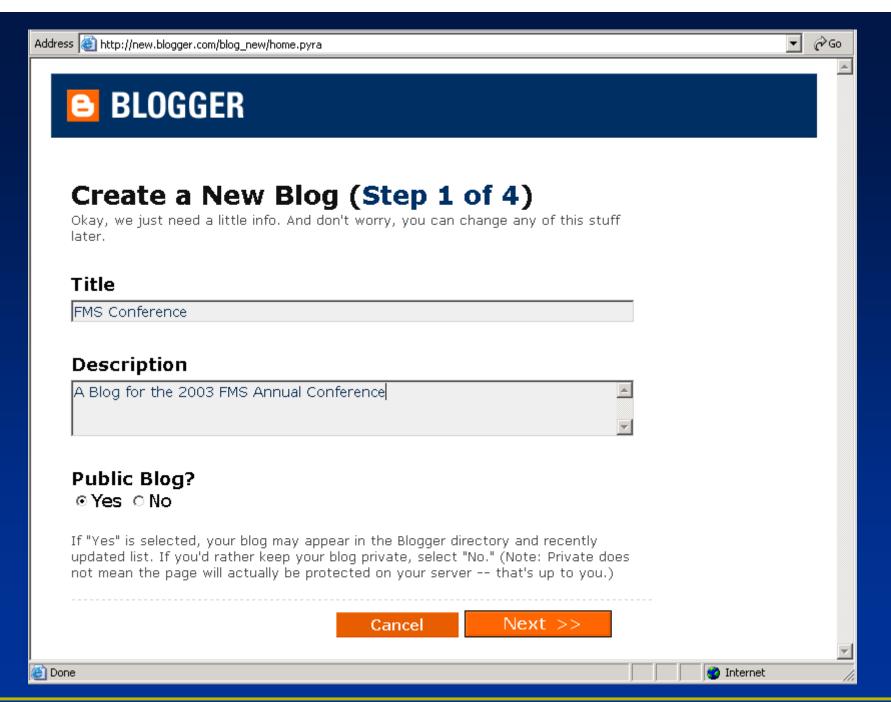
Myth: "Rest In Peace > Traditional Learning". A lot say that the education/learning/ knowledge transfer in future is ...

Posted by: <u>Santosh</u> on May 6, 2003

, ⊚ 2001–2003 elearningpost

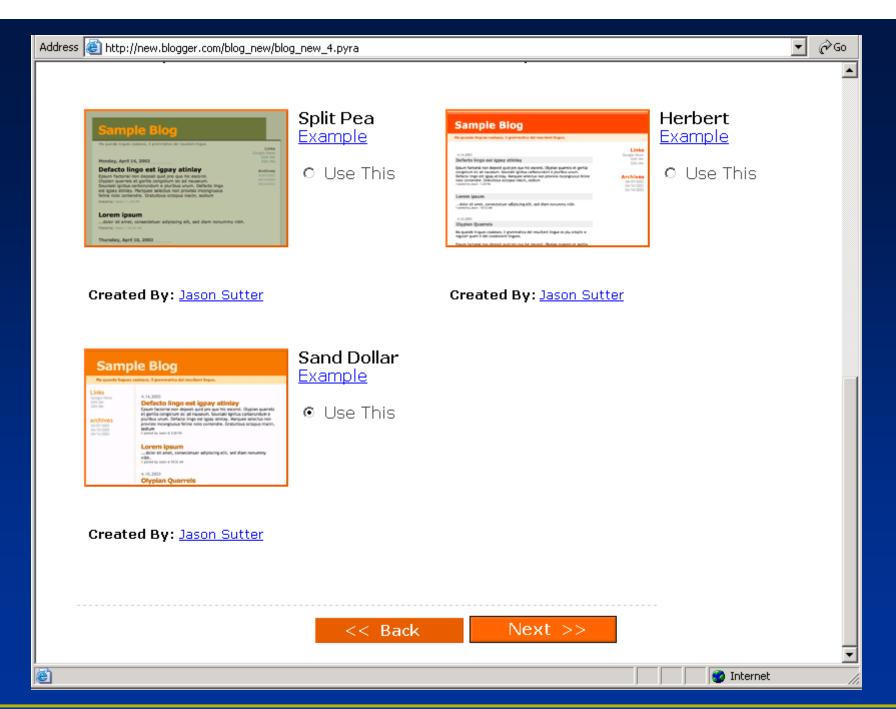


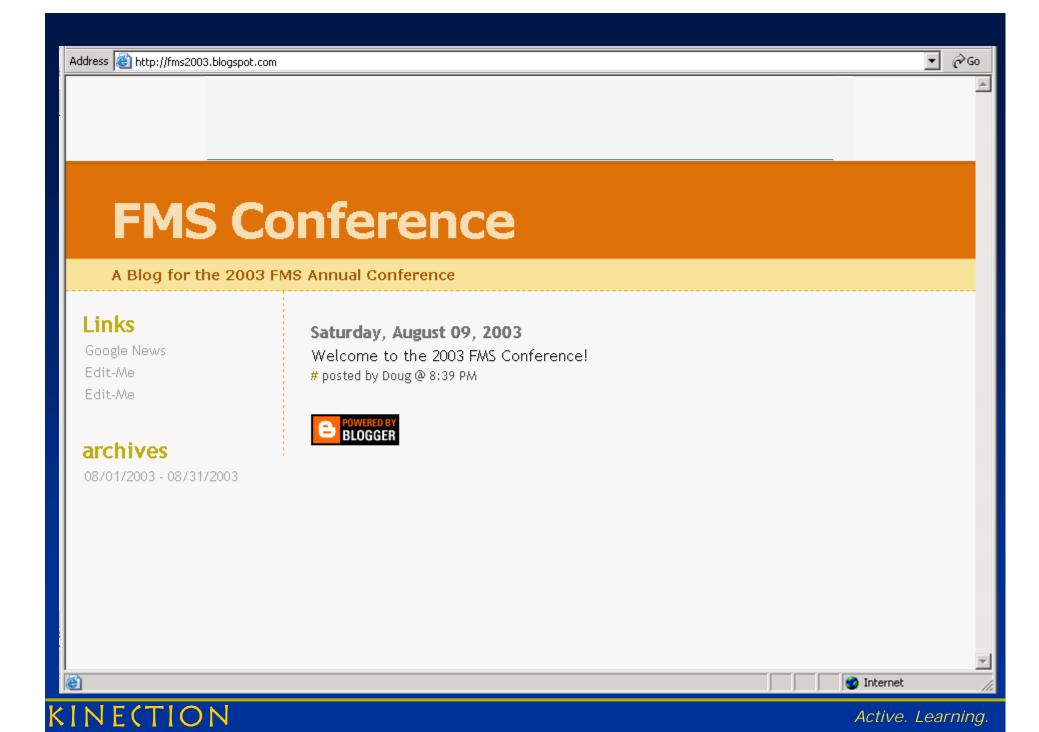


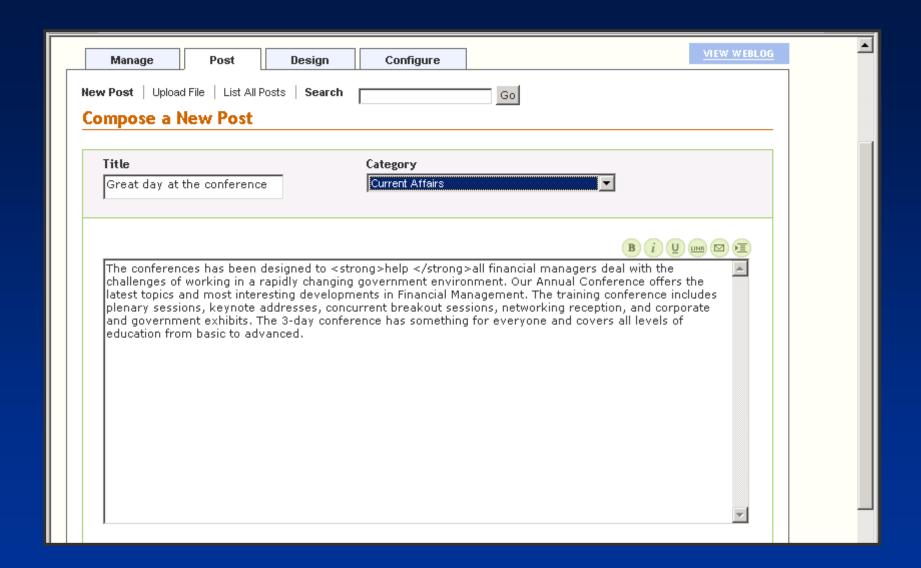












### **FMS Conference**

A Blog for the 2003 FMS Annual Conference

#### Links

Google News Edit-Me Edit-Me

#### archives

08/01/2003 - 08/31/2003

### Saturday, August 09, 2003

The conference agenda looks great. Here's a preview:

The conferences has been designed to help all financial managers deal with the challenges of working in a rapidly changing government environment. Our Annual Conference offers the latest topics and most interesting developments in Financial Management. The training conference includes plenary sessions, keynote addresses, concurrent breakout sessions, networking reception, and corporate and government exhibits. The 3-day conference has something for everyone and covers all levels of education from basic to advanced.

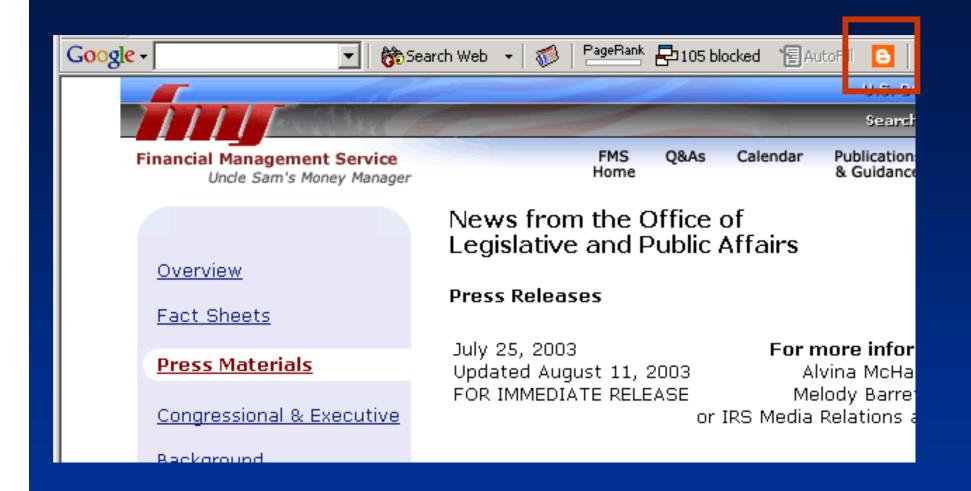
# posted by Doug @ 8:43 PM

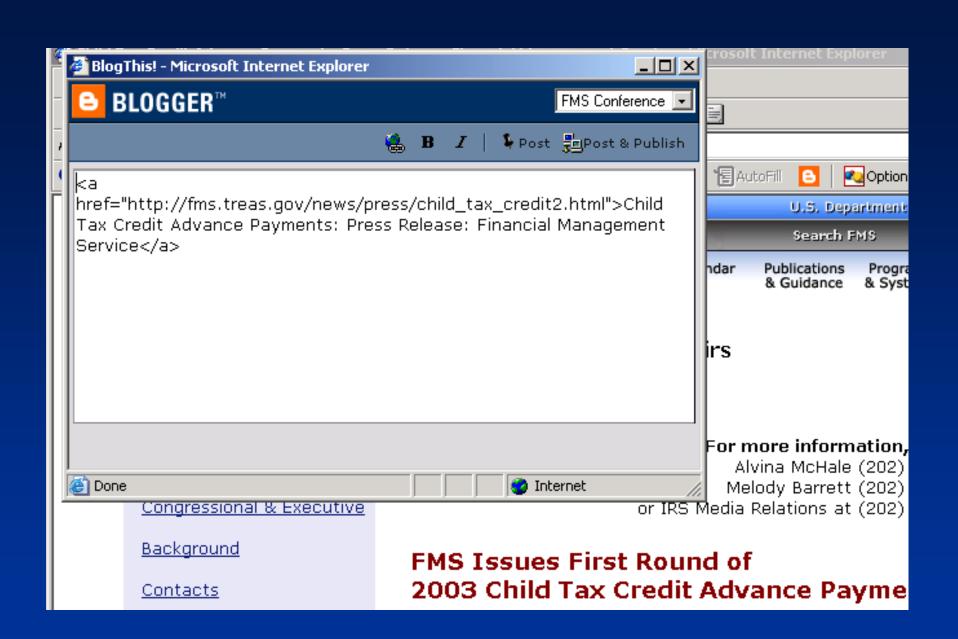
Welcome to the 2003 FMS Conference! # posted by Doug @ 8:39 PM























KINECTION

# Brilliance of the Blog

## Simplicity and immediacy

- More voices
- Smaller chunks
- "Good enough now" rather than "perfect later"

# **Sharing Tactics**

- Individual
  - Share proactively
- Group / Project Managers
  - Make tools and structures available
- Department
  - Create organization-wide KM structures

# **Sharing Benefits**

- Solutions to common problems save other people time and effort
- We aren't always the best judge of our own brilliance, and what will be helpful to others
- People will give you their insights on the points that you share, often advancing your own learning

# Strategy 4: Take (or Make) a Course

# Structured Learning

- Time sensitivity
- Guidance and feedback
- Depth of material
- Consistency of message

### On-Ground

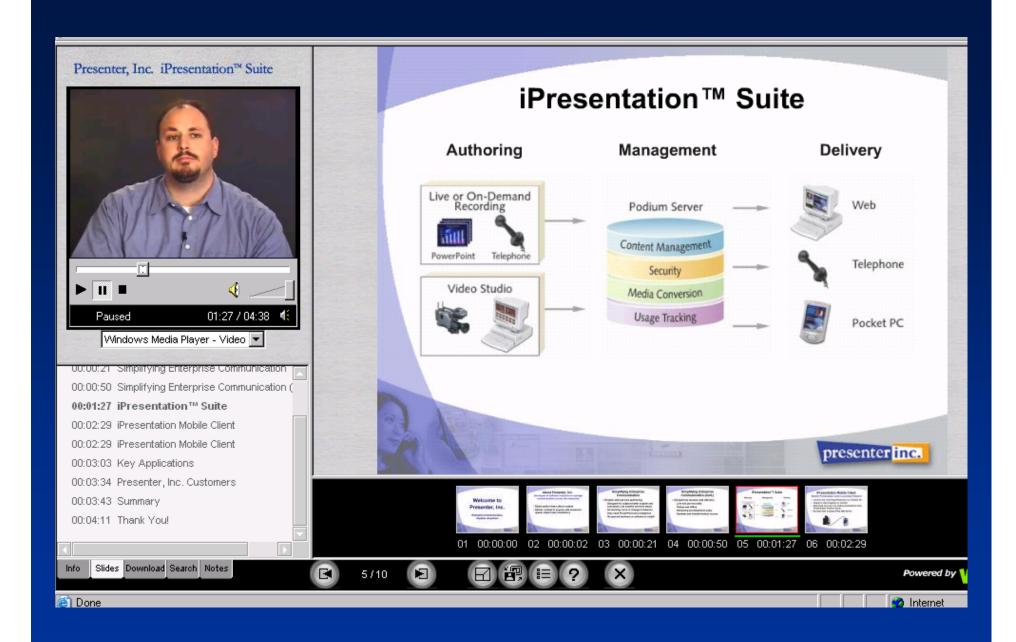
- Timing, pacing inflexible
- Untargeted
- Expensive to attend

### On-Line

- Flexible timing and pacing
- Targeted to learner needs
- Less expensive to attend

## Course Tactics

- Individual
  - Find and take relevant courses
- Manager
  - Encourage employees to take advantage of learning opportunities



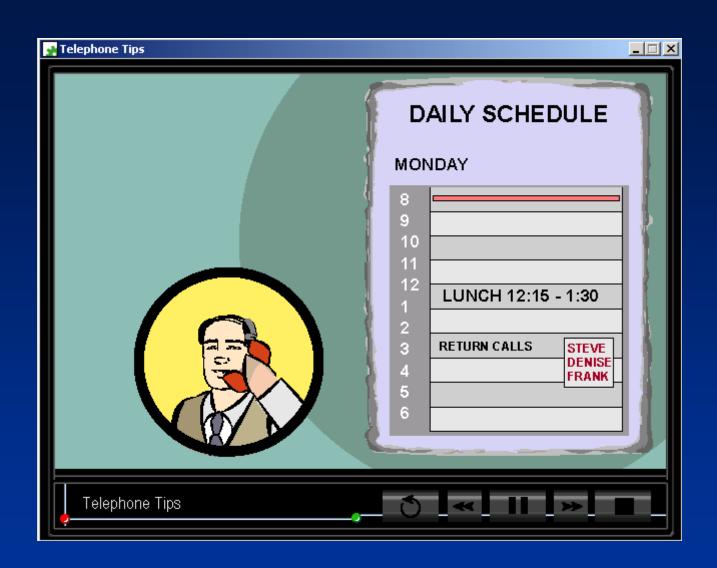
# Synchronous eLearning

### Benefits

- Can "attend" from your desk
- Can whisper and pass notes with other learners
- Easy to put together

### Gotchas

- Still have to wrangle with schedules
- Difficult to engage learners' attention
- Difficult to involve learners in the process



### Transition Learning

### How to Write a High-Tech Business Plan



Business Plan

Course Essentials

In the Beginning

Purpose of the

Audience

Approaches to Building Your Plan

The 10-20,000 Foot View

Transition Learning



#### Readings

The Plan Is a Sales Document

The Opener, Not the Closer

The Process Is a Large Part of the Goal



#### **Activities**

On Your Own: Why You're Putting the Plan Together

Community Learning: Sharing Your Reasons

Community Learning: Previous Planning Experiences



#### Interviews

Craig Elliott

Guy Kawasaki

Mike Scanlin

John Fisher

Michael Silton

Jen Taylor



#### Tools

Reasons for My Plan



#### Resources

Further Resources

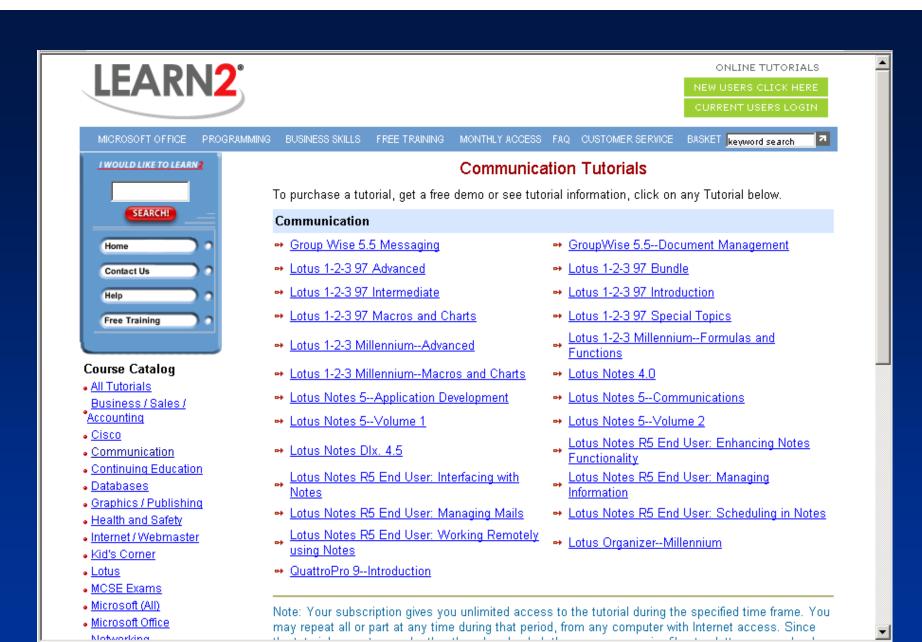
# Asynchronous eLearning

### Benefits

- Timing and pace are flexible
- When done well, can be very involving for learners
- Encourages peer-to-peer learning

### Gotchas

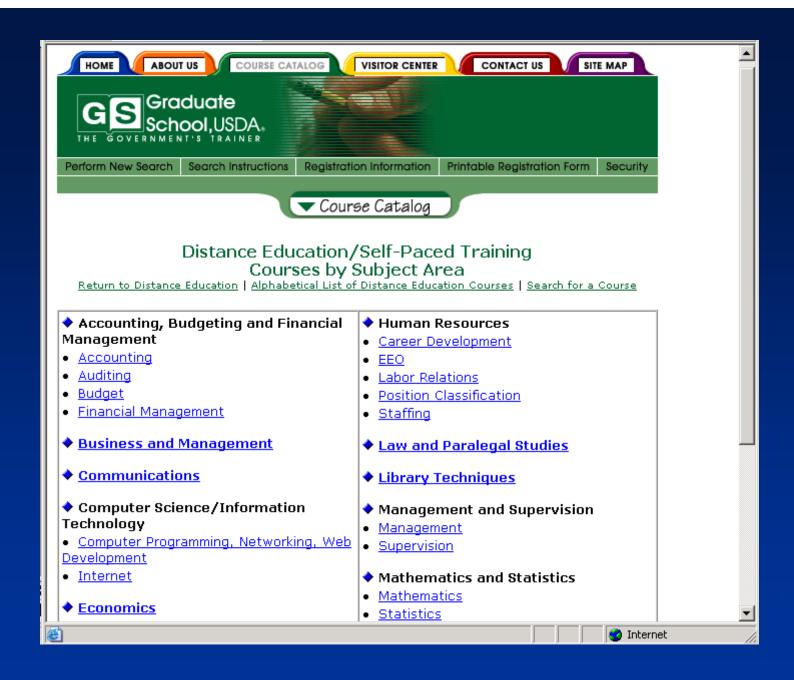
- Difficult (and sometimes expensive) to create good courses
- Unmotivated learners find it easy to drop out



E) Done

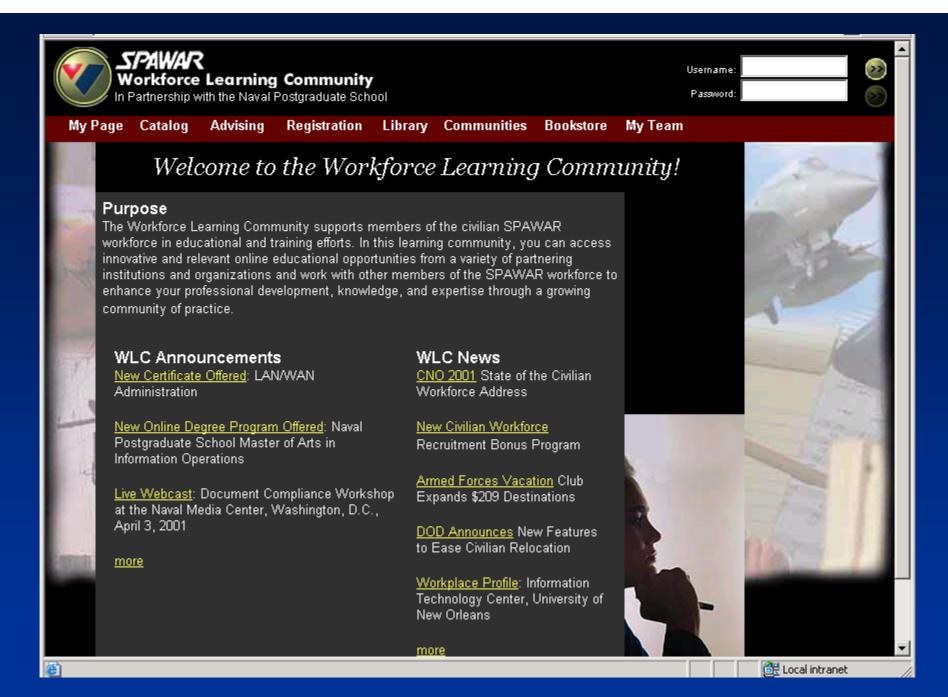
Motworking

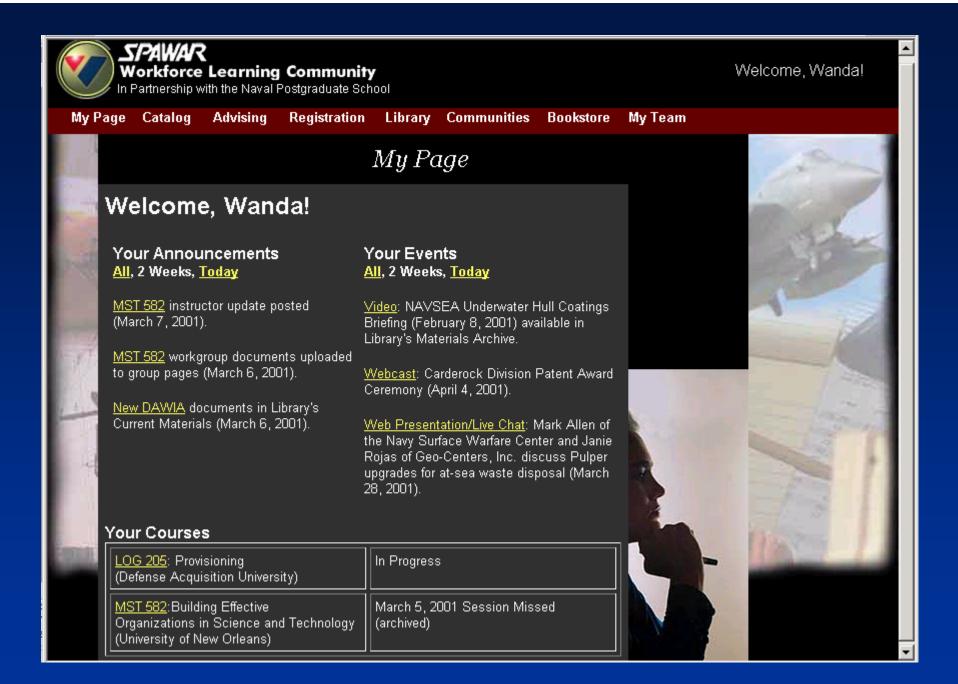
💜 Internet



## Course Tactics

- Individual
  - Find and take relevant courses
- Manager
  - Encourage employees to take advantage of learning opportunities
- Dept
  - Put structures in place to facilitate frequent learning





# Act III

# Conclusions

# Fostering a Learning Culture

- Individual
  - Recognize that continuous learning is essential
  - Take responsibility and embrace the challenge
- Group / Project Manager
  - Support and encourage professional development
- Dept
  - Build structures and systems to support and reward lifelong learning

# Today's Goals

- Embrace life-long learning
- See that readily-available eLearning tools make life-long learning easy
- Identify learning strategies you can use to make a difference in your career and your organization

## Resources

### Groups / Sites

- American Society of Training and Development (http://www.astd.org)
- eLearning Guru (<a href="http://www.e-learningguru.com/articles.htm">http://www.e-learningguru.com/articles.htm</a>)
- Learning Circuits (<a href="http://www.learningcircuits.com">http://www.learningcircuits.com</a>)
- Chief Learning Officer (<a href="http://www.clomedia.com/default.asp">http://www.clomedia.com/default.asp</a>)
- Creating a Learning Culture (http://www.darden.edu/batten/clc/primer\_articles.htm)

### Tools

- Google (also Altavista, HotBot)
- Yahoo Groups (also QuickTopic, Tomoye Simplify)
- Blogger (also Typepad)
- Breeze (also PowerPoint Presenter)